Electronic Data Reporting
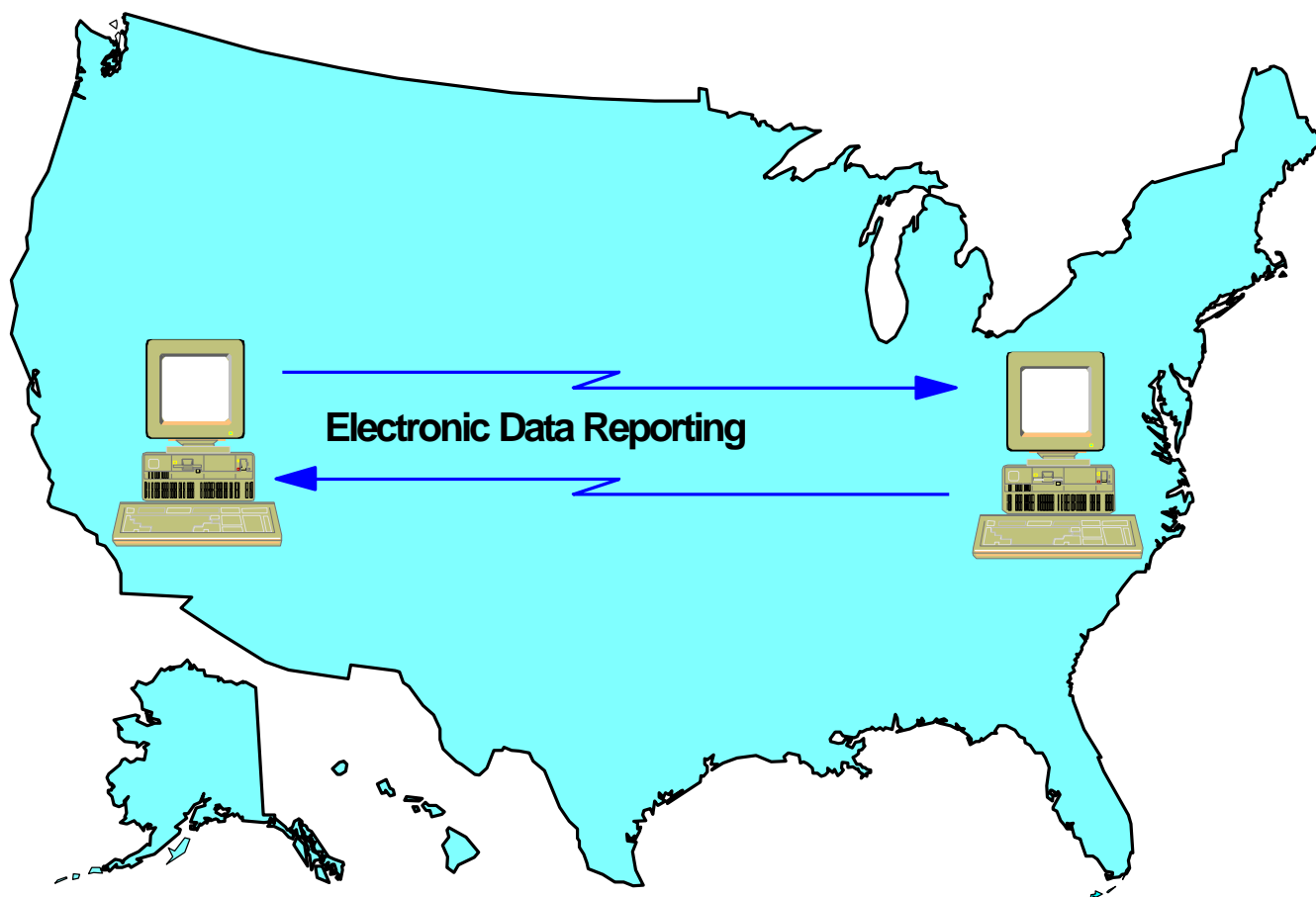
Standard Flat File Formats

Report on Employment, Hours, and Earnings and the
Multiple Worksite Report

U.S. Department of Labor
Bureau of Labor Statistics
June 1998

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Multiple Worksite Report

U.S. Department of Labor
Alexis M. Herman, Secretary

Bureau of Labor Statistics
Katharine G. Abraham, Commissioner
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Chapter 1 - Introduction

Two Bureau of Labor Statistics (BLS) programs, the Current Employment Statistics (CES) and the Multiple Worksite Report (MWR), collect employment and payroll data from employers[1] throughout the United States.

The CES is a **monthly** survey of 400,000 non-farm business establishments[2] that estimates employment, hours, and earnings at the national, state, and metropolitan area levels. It provides one of the first indicators on the health of the economy.

The MWR is a **quarterly** survey of large employers used to collect statistical information to supplement statewide data provided by employers through State Unemployment Insurance (UI) Quarterly Contribution Reports (QCRs).

One of BLS' primary goals is to reduce the employers' reporting burden, while providing timely, accurate economic information to those who need it. To meet this goal, BLS has established an Electronic Data Interchange (EDI) Center in Chicago, Illinois.

1.1 Electronic Data Reporting

Traditionally, the collection of the CES and MWR data has been by mail. The EDI Center, however, can facilitate collection of these data by offering centralized electronic data reporting. This reduces the burden for employers since they can generate electronic files directly from their payroll system, eliminating the need for manual transcription, and can send files covering all their locations to *one* place, the EDI Center, rather than sending files separately to each State. Thus, employers can reduce their points of contact from as many as fifty individual State agencies, the District of Columbia, Puerto Rico, and the Virgin Islands, to just one, the EDI Center. Employers are reminded that while the initial setup of these files by your firm will require a certain amount of up-front work, the benefits of electronic data reporting will substantially reduce your long-term workload.

While we prefer electronic data reporting, we can accept data files on magnetic media such as cartridge, tape, or diskette. Once the data have been received and processed, the EDI Center transmits these data to the State agencies.

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[1] Since tax reporting and the preparation of payrolls is often contracted out to service bureaus by employers, references in this booklet to employers (or firms) include service bureaus as well.
[2] Use of the terms "establishments", "worksites", and "reporting units" are synonymous throughout this document.

Electronic data reporting also provides benefits to BLS and the States. First, since data are received in electronic form, key-entry is eliminated thus reducing collection costs. Second, electronic data reporting often leads to more accurate data since manual transcription, that can potentially introduce data errors, has been eliminated. Finally, employers are usually able to provide electronic data more quickly, which allows for more timely information to be provided to users of economic data.

In short, electronic data reporting to the EDI Center provides employers with an efficient, low-cost method of submitting employment and payroll data while maintaining the high standards of quality and confidentiality expected from BLS.

1.2 Electronic Data Interchange (EDI)

In its most basic form, EDI is simply the transfer of information electronically from computer to computer. There are two major aspects of this transfer. The first is the *method*, and the second is the *format*. The information in this booklet will provide you with guidelines for creating and transmitting data in a "flat file format" to the EDI Center using the "direct" transmission method

The *method* of file transfer is called "direct" EDI, and involves the use of modems, phone lines, and appropriate communications software. Using this method, the file transfer occurs *directly* between the firm's and BLS's computers. The firm dials a toll-free number, logs onto a bulletin board, and executes a file transfer. The EDI Center can accept most common high-speed communications protocols. In addition, the EDI Center can receive data 24 hours a day, offers toll-free file transmission, and Help Desk services.

The *format* offered by the EDI Center uses a fixed record layout in a standard ASCII file, which is referred to as a "flat file format." This file can be created with most spreadsheet, database and word processing software packages. In the EDI industry, this type of format would be considered "proprietary" EDI, meaning simply that a format specific to one of the partners was adopted as the standard format.

1.3 The Electronic Data Reporting Booklet

This booklet is designed to facilitate and assist employers seeking to reduce their reporting burden. We have combined and standardized several aspects of the data reporting process to simplify your work. This edition of the booklet contains updates to previously published data reporting file formats. The updated file formats ask that you provide information pertinent to the calendar year, in compliance with any "year 2000" requirements. BLS appreciates your commitment to these critical programs and we are constantly looking for ways to improve this process. If you have any suggestions or comments, please contact the EDI Center at the number listed below in Section 1.4.

1.4 Before you Begin

Contact the EDI Center before you begin programming and creating data files. This provides us with the opportunity to discuss situations that may be unique to your firm. When your firm is ready to begin reporting data, please notify the EDI Center in advance. Also, to ensure that the electronic or magnetic media reporting of data is accurate, one or two test transmissions may be required prior to discontinuing your current method of reporting.

If you wish to submit your data on magnetic medium, the EDI Center will assist you in the creation of a test cartridge, tape, or diskette. If you need any additional information, please contact the EDI Center Manager, Mike Kettman, toll free at 1-800-861-3804 or via the Internet at **kettman_m@bls.gov**.

1.5 Where to Start: MWR

BLS currently offers EDI for the two programs, mentioned above. It is both logical and cost-effective to begin by converting firms participating in the MWR to EDI first, and then convert firms participating in the CES program to EDI. In this way, we can insure the maximum level of consistency and coordination.

1.6 Required Overlap Period

Ongoing data quality is of utmost importance to BLS. Therefore we require an overlap period which allows both programs to carefully match your previously reported data with your new EDI reported data. This will further allow us to insure the continuity of our data series.

For the MWR, we require a minimum 1 quarter overlap period. For the CES, we require a minimum 3 month overlap period. If we have substantial data quality issues, we resume the right to extend the overlap period.

Chapter 2 - Data Accuracy, Confidentiality and Security

Data accuracy, confidentiality, and security are of the utmost importance to BLS and its CES and MWR programs. Contained in this chapter is important information regarding these issues.

2.1 Data Accuracy

The accuracy of the submitted data is of the utmost importance to BLS. Also, BLS' approach to EDI emphasizes *building in* data quality so that the first transmitted files meet BLS data definition requirements and that every subsequent file is accurate. This approach minimizes revisions to the data file contents.

Please closely review the remaining chapters in this booklet to ensure that your data meet the CES and MWR data specifications. It is **imperative** that you review each data item with the EDI Center staff (see Section 1.4) before programming begins. We believe that this up-front investment will reap large returns in the long run.

Reference Period

For accurate and consistent data, the proper reference period is the pay period which includes the **12th of the month**, regardless of the firm's payroll frequency or pay date. Employers should report their employment data for all full-time and part-time employees who worked during or received pay for the payroll(pay) period which includes the 12th of the month. The reporting of other CES data items such as payroll, hours, commissions, and overtime hours should also be reported for the same reference period.

2.2 Data Confidentiality

To maintain data confidentiality, BLS published data are industry aggregates which are designed to prevent identification of individual firms. Listed below are the program specific levels of confidentiality and the uses of the data.

CES

Data collected by the CES program and the State agencies are kept strictly confidential and are used for statistical purposes only.

MWR

All information collected by the MWR program is kept strictly confidential by BLS and is used for statistical purposes only. The various State agencies cooperating in the MWR program use these data for statistical and Unemployment Insurance program purposes and hold the data confidential to the extent allowed under their respective State laws. Detailed descriptions of State-specific confidentiality policies and uses of these data will be provided to your firm on an annual basis and are also available upon request.

2.3 Security

To ensure security during the electronic transmission process, you will be required to enter a user name and password when you logon to the BLS electronic data reporting system. To ensure security within your firm, you should provide your user name and password ONLY to personnel authorized to transmit the file.

Within BLS, only specifically authorized personnel have access to your data. A user name and password is required to access the information contained in the BLS electronic data reporting system.

Chapter 3 - Standardized Reporting Procedures

The CES and the MWR programs collect 17 data elements that are common to both programs. BLS has standardized these common data elements and their associated field specifications and descriptions. These data elements were then incorporated into two new standardized flat file formats of equal length.

Each CES and MWR file format begins with the 17 common data elements and are 350 characters long; the first 152 characters in both file formats are exactly the same. The remaining characters in each file format contain the data elements that are unique to each program.

These standardized layouts are designed to reduce your start-up programming costs and should substantially simplify the process for creating these files. Field specifications and detailed data element descriptions for these standardized flat file formats are contained in Appendix A for the CES program and Appendix B for the MWR.

3.1 Types of Data Elements

Each data element is categorized by one of three types based on how critical the data element is for processing and on the likelihood of the element being available to the employer. The three categories are as follows:

Required -- A data element without which BLS cannot process the data received.

Conditional -- (For CES program only) A data element that is required depending on whether another related data element is reported. For example, if you report payroll and/or hours data, then **either** the *Start* and *End of Pay Period*, **or** the *Length of Pay Period* Code is required.

Optional -- A data element that is not essential for processing but is important for maintaining accurate and up-to-date employer information. Please include all *optional* data elements if they are available.

3.2 Establishments and Reporting Levels

Establishments

Firms are organized differently and the definition of an establishment may vary from firm to firm. BLS defines an *establishment* as an economic unit that produces goods or services, usually at a single physical location, and is engaged in one or predominantly one activity.

Reporting Levels

BLS prefers data to be reported at the establishment level. This reporting level allows each location to be included in the proper geographical area.

For each program (CES or MWR), the employer should generate a data record in the standardized flat file format for each establishment (or each payroll frequency for CES) and transmit all available data records for that program in a single transmission to the EDI Center. If reporting for more than one program, repeat the above procedure and transmit all available data records for that program in a separate transmission.

3.3 Business Identification Information

To identify each individual establishment of your business, State agencies have assigned a unique reporting unit number (RUN) to each of your establishments. This number, when combined with your State-specific UI account number, creates the **"key field"** to uniquely identify each establishment.

In addition to UI and RUN, both the CES and the MWR programs collect two other items of business identification: a 9-digit Employer Identification Number (EIN) assigned by the Internal Revenue Service, and the trade name. The trade name is the division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises.

3.4 Unemployment Insurance (UI) Account Number Configuration

To avoid potential reporting discrepancies caused by incorrect UI account number configurations, the EDI Center staff will assist you in establishing the proper configuration, for each State, **prior** to the test submittal.

A UI account number is assigned to each employer by the tax division within the State. This number is not always in the same structure or length as that used by BLS. These UI account numbers are alpha/numeric and should not contain hyphens or other punctuation. UI account number configurations vary from State to State. It is

possible that the UI account number configurations stored in an employer's system may not match the configurations required for transmittal to the EDI Center.

For example, the UI account numbers may contain leading zeros or a hyphen followed by another digit (usually a check digit), while a State research division's modified UI account number does not contain this additional information. Thus, there may be some variation in the configuration of the UI account number between the Quarterly Contribution Report, other documents received from State agencies, and the MWR.

3.5 Reporting Unit Numbers (RUNs)

For BLS to process these data, employers should store each 5-digit reporting unit number assigned to each establishment and include them with the data submitted. EDI Center staff will gladly assist you in determining the correct RUN for each of your existing establishments.

RUNs for New Establishments

RUNs are generally assigned by the State in sequential order. **RUNs for new establishments should be assigned by the employer.** The employer should use the next available sequential RUN and assign it to a new establishment or to an establishment not previously reported for that UI account number in that State. If BLS staff determines that an inappropriate RUN has been assigned, the employer will be contacted and provided with the correct RUN. Please assign only the next available sequential number and do not reuse previously assigned RUNs. Please also insert a comment code (see Section 3.6) of 85 (new establishment or worksite) in the primary comment code field for that new record to assist in the identification process.

RUNs for One Establishment in a State

If the employer has multiple establishments in some States and opens a new establishment in a new State (that establishment being the only establishment in that particular State), use 00000 in the RUN field. Please also insert a comment code of 85 (new establishment or worksite) in the primary comment code field for that record.

3.6 Comment Codes

Three comment code fields (one primary and two secondary codes) have been provided in the standardized file formats of both programs. Comment codes should be used by the employer to explain any unusual changes in the economic data if they differ substantially from that previously reported.

For example, a comment code of 85 should be used to help identify new or previously unreported establishments and a comment code of 86 should be used to help identify

permanently closed establishments. Appendix E contains a complete list of comment codes that can be used with both programs. EDI Center staff will gladly assist you in explaining the proper use of these codes.

3.7 Earlier File Formats Accepted

For those employers already using an earlier agreed upon file format --such as the prior 350 character format or a 310 character format for the MWR or the 276 character format for the CES-- the EDI Center will continue to accept these formats.

Chapter 4 - CES Reporting Procedures

> This chapter contains specific procedures for CES reporting only. If you are reporting only for the MWR, you may skip this chapter and go directly to Chapter 5, MWR Reporting Procedures.

4.1 Creating the CES Standardized File

To create the CES standardized file, you need to create an ASCII text file, 350 characters long, containing a total of 35 fields (data elements). The first 17 fields are common to both the CES and MWR programs. The remaining 18 fields are unique to the CES program and contain economic data such as employment, payroll, and hours, and certain business identification information. See Appendix A for the CES standardized file format layout.

4.2 CES Reporting Level

As stated earlier (in Section 3.2), BLS prefers data to be reported at the establishment level. Because establishments in many organizations are not necessarily uniquely distinguished using the UI account number and the Reporting Unit Number, the CES program needs additional coding to uniquely identify the establishments. To accommodate different firms' organizational structures, the CES file format contains three codes which can help identify three possible levels of organization: the **Division**, **Establishment**, and **Sub-establishment** codes. Although CES requests information at the establishment level, you may report at the division or sub-establishment level if your records permit reporting only at these levels. The three organizational levels are defined below.

Division Code -- The *division code* is used to identify any higher organizational level above the establishment level as defined above. For example, you may have a division comprised of a group of establishments engaged in a similar type of production, or a county or Statewide division, or an entire subsidiary as a division, etc.

Establishment Code -- If your employment, payroll and hours data are maintained at the establishment level, please report for each establishment in a separate data record and include your *establishment code* for each unit. The *establishment code* may be any alpha or numeric string that uniquely identifies the establishment. For example, many firms assign a unique store number to each unit. The *establishment code* is

required when reporting at the establishment or sub-establishment level. (See Section 4.3 for more information on payroll frequency.)

Sub-establishment Code -- If your employment, payroll and hours data are maintained at the sub-establishment level (e.g., any smaller unit or section such as sales, marketing, or different payrolls, etc.), please report for each sub-establishment and include your *sub-establishment code* on each data record. Also, if you have employees paid at different payroll frequencies (e.g., some weekly and some bi-weekly) and maintain separate payroll information for each payroll frequency, report each payroll in a separate data record, entering the appropriate *sub-establishment code* for each payroll.

When reporting at the sub-establishment level, you MUST include the *establishment code* so that the sub-establishments can be aggregated into establishments. The *sub-establishment code* is required if you are reporting at the sub-establishment level.

Example:

The XYZ Corporation is divided into several divisions. The XYZ Corp. is reporting for **Unit 24** which is located in the **Eastern** division. Unit 24 maintains two separate payrolls for its non-supervisory employees -- a **weekly** and a **monthly** payroll. To report for two separate payrolls, the XYZ Corp. must generate a single record for each payroll frequency.

On the first record, the reporting level should be as follows:

Division Code: **Eastern**
Establishment Code: **Unit 24**
Sub-establishment Code: **Weekly**

and on the second record:

Division Code: **Eastern**
Establishment Code: **Unit 24**
Sub-establishment Code: **Monthly**

If Unit 24 is unique across all divisions, then the Division Code would not be required. The three reporting level codes above are the firm's internal codes. They may be alpha or numeric. It is important that they be consistently reported from month to month in order for us to accurately process your data. If your internal code structure changes, please let us know immediately.

4.3 Payroll Frequency

Payroll frequency varies across firms. For example, some firms pay their employees weekly, while others pay monthly. Most large multi-unit establishments have multiple pay frequencies. If you have multiple payroll frequencies, you should report each frequency as a separate data record rather than aggregating them into a single frequency. The CES standard file format accommodates separate reporting of each payroll frequency.

4.4 CES Data Items by Industry

The CES data items that you will include in the data records will depend on the specific industry of each establishment unit within your firm. The CES data items for each industry are included in the following table. "X" indicates the data items collected in each industry.

Data Items by Industry

Data Items	Industry					
	Construction	Manufacturing	Mining	Services[*]	Trade	Gov't**
All Employees	X	X	X	X	X	X
Women Employees	X	X	X	X	X	X
Construction Workers	X					
Construction Worker Payroll	X					
Construction Worker Hours	X					
Production Workers		X	X			
Production Worker Payroll		X	X			
Production Worker Hours		X	X			
Production Worker Overtime Hours		X				
Non-Supervisory Employees				X	X	
Non-Supervisory Employee Payroll				X	X	
Non-Supervisory Employee Hours				X	X	
Commissions of Non-Supervisory Employees					X	

*   Includes industries such as transportation, public utilities, finance, insurance, and real estate.

** Government except public education.

The definition of *payroll* is the same across all industries, with the only distinction being that CES collects payroll data for different categories of employees, depending on the firm's industry. For example, CES collects payroll for *Production Workers* in the manufacturing and mining industries, whereas in the services industry, it collects payroll for *Non-Supervisory Employees*.

The CES data items are defined in greater detail in Appendices A and C. If you cannot provide these data as defined, please let us know and appropriate adjustments may be made.

4.5 Transmittal Due Dates

The CES survey involves collection, estimation, and publication of time-critical economic information on a monthly basis. On the first Friday of each month, BLS must publish the employment estimates for the previous month. In order to meet this strict deadline, BLS needs to receive the CES information from firms as soon as they are available.

Any transmission which does not meet the deadline will be used to revise employment estimates in two weeks of the first publication. So it is important that all transmissions be sent, whether on time or late.

Timely transmission will depend on several factors, one of which is the firm's payroll frequency. For example, a firm's transmission comprised of reports from multiple establishment locations with different payroll frequencies could be delayed if an establishment cannot meet the deadline. Employers should provide as much information as possible prior to the deadline, rather than waiting for a late establishment report. The late establishment report can be transmitted as soon as it is available.

The EDI Center will provide the firm with the exact transmission date for each month.

Chapter 5 - MWR Reporting Procedures

> This chapter contains specific procedures for MWR reporting only. If you are reporting only for the CES program, you may skip this chapter and go directly to Chapter 6, Data Transmittal Procedures.

Please review Chapter 3, Standardized Reporting Procedures, especially the sections describing use of Unemployment Insurance account numbers and Reporting Unit Numbers. The inclusion of these numbers is crucial when reporting MWR data.

5.1 Creating the MWR Standardized File

To create the MWR standardized file, you need to create an ASCII text file, 350 characters long, containing a total of 26 fields (data elements). The first 17 fields are common to both the CES and MWR programs. The remaining 9 fields are unique to the MWR program and contain economic data such as monthly employment, quarterly wages, and certain business identification information. See Appendix B for the MWR's standardized file format layout.

5.2 Worksite Information

BLS requests that, when transmitting your MWR data to the EDI Center, you provide the trade name of the worksite and a worksite description to assist in identifying individual worksites within your firm. If the legal name is the same as the trade name, then blank fill the legal name field.

For the worksite description field, please enter a meaningful, unique description of the establishment, such as a store number, unit number, or plant name (e.g., Store 101 or Jones River Plant).

5.3 Providing Comments on Data Changes

Space is provided within the record layout to explain any large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes, etc. If any units are being reported for the first time, following the expansion of operations or the purchase of units from another firm, please provide a description of the business activity(s) that will be conducted at each new establishment. This will assist BLS in assigning industrial classification codes to the new unit(s). In addition, if units

were purchased from another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the seller, if known. If units have been sold to another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known.

5.4 Transmittal Due Dates

Multiple Worksite Reports should be transmitted to the EDI Center in Chicago on or before the last day of the month following the end of the quarter.

Chapter 6 - Data Transmittal Procedures

The CES and MWR programs have established a central EDI Center to receive data from large multiple-establishment firms. As your firm's representative, you will create files of data in CES and/or MWR standardized formats. While electronic data reporting is preferred, the EDI Center can accept data files on magnetic media such as cartridge, tape, or diskette.

When your firm is ready to begin reporting data to the EDI Center, please notify the EDI Center in advance so that we can prepare for its receipt. If you wish to submit your data on magnetic medium, such as cartridge, tape, or diskette, the EDI Center will also assist in the creation of a test transmittal and provide additional instructions, if necessary. Once you are ready to submit your data, or if you need any additional information, please contact the EDI Center (see Section 1.4).

6.1 Due Date Notices

You will receive a due date notice (postcard, letter, FAX, phone call, etc.) reminding you when the next data transmittal is due. For the MWR this reminder notice may also identify the next available RUN to be assigned to new establishments.

6.2 Electronic Transmission

The EDI Center has established a Bulletin Board System (BBS) called "EUS Online" (Employment and Unemployment Surveys) to enable you to transmit your data, via toll-free telephone lines. This BBS system is for transmitting flat files only.

To access "EUS Online," you will need a computer, a modem, telecommunications software, and a telephone line. Just about any asynchronous telecommunications client software package that supports ANSI terminal emulation can be used (such as ProComm, Smartcom, QuickLink, Qmodem and PCTalk).

If you use Microsoft Windows software, we can supply a proprietary Windows telecommunications client called PowerAccess. PowerAccess is freeware created by PowerBBS to provide you with a Windows-based interface to PowerBBS bulletin boards. You may still access and use the BBS if you do not have Windows.

The procedures and telephone numbers for accessing "EUS Online" and transmitting reports are provided by BLS in a separate document. Since "EUS Online" is a secure system, BLS will also provide a *username* and *password*. In addition, BLS provides Help Desk support via a toll-free telephone number.

6.3 Magnetic Media Transmission

Employers wishing to transmit their data via magnetic medium should also include with their transmittal a Magnetic Medium Transmittal form (SO-289) available from the EDI Center. Data files submitted via magnetic tape should be in ASCII or EBCDIC format using standard IBM labels. Tapes are recommended to be 6250 BPI with a blocksize of 23450 (the blocksize for a 350-character record). Only 3480 compatible cartridges and 3.5" diskettes can be processed by the EDI Center.

All data contained on tape, cartridge, or diskette will be purged immediately following its input into the EDI Center's processing system. **The EDI Center will not return cartridges, tapes, or diskettes unless specifically requested to do so.**

Appendix A - CES File Format

Shaded data elements are common to both CES and MWR.

Note: Round to the nearest dollar or hour; do **not** include decimals or fractions in fields containing dollars or hours.

CES Data Elements

Position	Data Element	Length	Data Specification

1-2	Program Code	2	Required. A 2-digit program code indicating the type of data being reported.
			  01 = CES
			  02 = MWR

3	Record Type	1	Required. A 1-digit number indicating the record format is Y2K compliant. Enter "2".
4-5	Reference State	2	Required. The 2-digit State FIPS code indicating the location of the establishment. (See Appendix D for a list of FIPS codes).
6-15	UI Account Number	10	Required. The Unemployment Insurance (UI) account number assigned to the employer by the State. Right justify, zero fill.
16-20	Reporting Unit Number	5	Required. The number assigned by the State to distinguish between records with the same UI account number. Right justify, zero fill.
21-29	Employer Identification Number (EIN)	9	Required. The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	Required. The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.

(Continued on next page.)

CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
65-99	Street Address	35	<u>Required</u>. The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u>. Left justify, blank fill.
100-129	City	30	<u>Required</u>. The city of the establishment. Left justify, blank fill.
130-131	State	2	<u>Required</u>. The standard 2-letter Postal Service State abbreviation for the establishment. (See Appendix D).
132-136	Zip Code	5	<u>Required</u>. The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	Expanded Zip Code	4	<u>Optional</u>. The 4-digit expanded Zip Code used by the Postal Service for the establishment. If not used, zero fill.
141-142	Delivery Point Barcode	2	<u>Optional</u>. The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-144	Primary Comment Code	2	<u>Optional</u>. Enter one of the standard 2-digit comment codes from Appendix E if data values differ substantially from previously reported data. If not used, blank fill.
145-146	Secondary Comment Code	2	<u>Optional</u>. Enter one of the standard 2-digit comment codes from Appendix E if data values differ substantially from previously reported data. If not used, blank fill.
147-148	Third Comment Code	2	<u>Optional</u>. Enter one of the standard 2-digit comment codes from Appendix E if data values differ substantially from previously reported data. If not used, blank fill.
149-152	Reference Year	4	<u>Required</u>. Enter the four digits of the calendar year covered by the report.
153-154	Reference Month	2	<u>Required</u>. The 2-digit number indicating the reference month for the report. For example, enter "01" for January.
155-164	Firm Code	10	<u>Required.</u> The 10-digit Firm Code assigned to your firm by the EDI Center.

(Continued on next page.)

CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
165-174	Division Code	10	Conditional. Your firm accounting code (1-10 alpha-numeric characters) that identifies the division. The code is **required only** if it is needed to uniquely identify each establishment or your records permit reporting **only** at the division level. (See Section 4.2.) Left justify, blank fill.
175-184	Establishment Code	10	Conditional. Your firm accounting code (1-10 alpha-numeric characters) that identifies the establishment. The code is **required** unless you are reporting **only** at the division level. (See Section 4.2.) Left justify, blank fill.
185-189	Sub-establishment Code	5	Conditional. Your firm accounting code (1-5 alpha-numeric characters) that identifies the sub-establishment. The code is **required only** if reporting at the sub-establishment level. (See Section 4.2.) Left justify, blank fill.
190-197	Start Date of Payroll Period	8	Conditional. The beginning date of the report. Format must be **'yyyymmdd'**. For example, a payroll period that begins on January 10, 1999 would be '19990110'. This field is **required only** if payroll and/or hours data are reported and *Length of Payroll Period Code* **cannot** be provided. If not used, blank fill.
198-205	End Date of Payroll Period	8	Conditional. The ending date of the report. Format must be **'yyyymmdd'**. For example, a payroll period that ends on January 17, 1999 would be '19990117'. This field is **required only** if payroll and/or hours data are reported and *Length of Payroll Period Code* **cannot** be provided. If not used, blank fill.

(Continued on next page.)

CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
206	Length of Payroll Period Code	1	Conditional. The 1-digit code that describes the length of the payroll period for the report. Enter **'1'** for Weekly payroll, **'2'** for Bi-Weekly payroll, **'3'** for Semi-Monthly payroll or **'4'** for Monthly payroll. This field is **required only** if payroll and/or hours data are reported and the *Start* and *End Dates of Payroll Period* are **not** provided. If not used, blank fill.
207-213	All Employees	7	Required. The number of all paid, full- and part-time employees who worked during or received pay for the pay period which includes the **12th of the month**. Right-justify, zero fill.
214-220	Women Employees	7	Required. The number of All Employees who are women. Right-justify, zero fill. If not reported, blank fill.
221-227	Production Workers, Construction Workers, or Non-Supervisory Employees	7	Required. The number of All Employees who are Production Workers, Construction Workers, or Non-Supervisory Employees. Right-justify, zero fill. If not reported, blank fill.
228-235	Production Worker, Construction Worker, or Non-Supervisory Employee Payroll	8	Required. The total payroll, including overtime and excluding commissions and lump sum payments, for Production Workers, Construction Workers, or Non-Supervisory Employees, for the pay period which includes the **12th of the month**. **(Omit cents)**. Right justify, zero fill. If not reported, blank fill.

(Continued on next page.)

CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
236-242	Production Worker, Construction Worker, or Non-Supervisory Employee Hours	7	<u>Required</u>. The total hours paid, including overtime hours, for Production Workers, Construction Workers, or Non-Supervisory Employees, for the pay period which includes the **12th of the month**. (**Omit fractions**). Right justify, zero fill. If not reported, blank fill.
243-249	Production Worker Overtime Hours	7	<u>Required</u>. (**Manufacturing only**). The total Production Worker overtime hours paid for the pay period which includes the **12th of the month**. (**Omit fractions**). Right justify, zero fill. If not reported, blank fill.
250-256	Commissions of Non-Supervisory Employees	7	<u>Required</u>. (**Trade only**). The total commissions earned by Non-Supervisory Employees for the pay period which includes the **12th of the month**. (**Omit cents**). Right justify, zero fill. If not reported, blank fill.
257-264	Start Date of Non-Supervisory Employee Commissions Pay Period	8	<u>Conditional</u>. The beginning date of the reported commissions data. Format must be **'yyyymmdd'**. For example, a pay period that begins on January 10, 1999 would be '19990110'. This field is **required only** if commissions are reported and the *Length of Commissions Pay Period Code* **cannot** be provided. If not used, blank fill.
265-272	End Date of Non-Supervisory Employee Commissions Pay Period	8	<u>Conditional</u>. The ending date of the reported commissions data. Format must be **'yyyymmdd'**. For example, a pay period that ends on January 17, 1999 would be '19990117'. This field is **required only** if commissions are reported and the *Length of Commissions Pay Period Code* **cannot** be provided. If not used, blank fill.

(Continued on next page.)

CES Data Elements (Cont.)

Position	Data Element	Length	Data Specification
273	Length of Non-Supervisory Employee Commissions Pay Period Code	1	<u>Conditional</u>. The 1-digit code that describes the length of the pay period for the reported commissions data. Enter **'1'** for Weekly payroll, **'2'** for Bi-Weekly payroll, **'3'** for Semi-Monthly payroll or **'4'** for Monthly payroll. This field is **required only** if commissions are reported and the *Start* and *End Dates of Commissions Pay Period* are **not** provided. If not used, blank fill.
274-350	Blank	77	For future use. Blank fill.

Appendix B - MWR File Format

Shaded data elements are common to both CES and MWR.

Note: Round to the nearest dollar; do **not** include decimals or fractions in fields containing dollars.

MWR Data Elements

Position	Data Element	Length	Data Specification

1-2	Program Code	2	Required. A 2-digit program code indicating the type of data being reported.
			  01 = CES
			  02 = MWR

3	Record Type	1	Required. A 1-digit number indicating the record format is Y2K compliant. Enter "2".
4-5	Reference State	2	Required. The 2-digit State FIPS code indicating the location of the establishment. (See Appendix D for a list of FIPS codes).
6-15	UI Account Number	10	Required. The Unemployment Insurance (UI) account number assigned to the employer by the State. Right justify, zero fill.
16-20	Reporting Unit Number	5	Required. The number assigned by the State to distinguish between records with the same UI account number. Right justify, zero fill.
21-29	Employer Identification Number (EIN)	9	Required. The 9-digit EIN assigned to the employer by the Internal Revenue Service (IRS). Numeric, right justified. If EIN is unknown, zero fill.
30-64	Trade Name	35	Required. The division or subsidiary name of the establishment. "Mom's Restaurant" is an example of a trade name of ABC Enterprises. Left justify, blank fill.

(Continued on next page.)

MWR Data Elements (Cont.)

Position	Data Element	Length	Data Specification
65-99	Street Address	35	<u>Required</u>. The physical street address of the establishment. Abbreviate as necessary in accordance with the U.S. Postal Service's <u>National Zip Code and Postal Service Directory</u>. Left justify, blank fill.
100-129	City	30	<u>Required</u>. The city of the establishment. Left justify, blank fill.
130-131	State	2	<u>Required</u>. The standard 2-letter Postal Service State abbreviation for the establishment. (See Appendix D).
132-136	Zip Code	5	<u>Required</u>. The 5-digit Zip Code used by the Postal Service for the establishment.
137-140	Expanded Zip Code	4	<u>Optional</u>. The 4-digit expanded Zip Code used by the Postal Service for the establishment. If not used, zero fill.
141-142	Delivery Point Barcode	2	<u>Optional</u>. The 2-digit delivery point Barcode used by the Postal Service for the establishment. If not used, zero fill.
143-144	Primary Comment Code	2	<u>Optional</u>. Enter one of the standard 2-digit comment codes from Appendix E if data values differ substantially from previously reported data. If not used, blank fill.
145-146	Secondary Comment Code	2	<u>Optional</u>. Enter one of the standard 2-digit comment codes from Appendix E if data values differ substantially from previously reported data. If not used, blank fill.
147-148	Third Comment Code	2	<u>Optional</u>. Enter one of the standard 2-digit comment codes from Appendix E if data values differ substantially from previously reported data. If not used, blank fill.
149-152	Reference Year	4	<u>Required</u>. Enter the four digits of the calendar year covered by the report.
153	Reference Quarter	1	<u>Required</u>. The 1-digit number indicating the reference calendar quarter for the report. The calendar quarters are: 1 = January - March 2 = April - June 3 = July - September 4 = October - December

(Continued on next page.)

MWR Data Elements (Cont.)

Position	Data Element	Length	Data Specification
154-188	Legal Name	35	<u>Optional</u>. The legal or corporate name of the establishment. For example "ABC Enterprises" or "Smith Companies, Inc." Left justify, blank fill. If same as Trade Name, blank fill.
189-223	Worksite Description	35	<u>Required</u>. Enter a meaningful, unique description of the establishment, such as store number or plant name (e.g., Store 101, Jones River Plant). Left justify, blank fill.
224-229	Month 1 Employment	6	<u>Required</u>. The number of all full- and part-time employees who worked during or received pay(subject to UI wages) for the pay period which includes the **12th of the month**. Right-justify, zero fill.
230-235	Month 2 Employment	6	<u>Required</u>. The number of all full- and part-time employees who worked during or received pay(subject to UI wages) for the pay period which includes the **12th of the month**. Right-justify, zero fill.
236-241	Month 3 Employment	6	<u>Required</u>. The number of all full- and part-time employees who worked during or received pay(subject to UI wages) for the pay period which includes the **12th of the month**. Right-justify, zero fill.
242-251	Quarterly Wages	10	<u>Required</u>. The total amount of wages (both taxable and non-taxable) paid to employees during the entire reference quarter. Must be numeric (no $ signs or commas). Must be right-justified and filled with leading zeros. Round to the nearest dollar (**Omit cents**). If no wages were paid, zero fill.

(Continued on next page.)

MWR Data Elements (Cont.)

Position	Data Element	Length	Data Specification
252-301	Comments	50	Optional. Explain any large changes in employment or wages due to store closure, layoffs, bonuses, seasonal changes, etc. If any units of your firm are being reported for the first time following expansion of operations or purchase of units from another firm, please provide a description of the business activity(s) that will be conducted at each establishment. This will assist BLS in assigning industrial classification codes to the new unit(s). In addition, if units were purchased from another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the seller, if known. If units have been sold to another firm, please provide the name of the firm, the effective date of the transaction, and the UI number of the purchaser, if known. Left justify, blank fill.
302-322	EDI Center Field	21	Contact EDI Center regarding use of this field. Blank fill.
323-350	Blank	28	For future use. Blank fill.

Appendix C - CES Data Item Definitions

All Employees

The number of all paid, full- and part-time employees who worked during or received pay for the pay period which includes the **12th of the month**. (See table at end of section for details.)

Women Employees

The number of workers from *All Employees* who are women.

Production Workers

The number of workers from *All Employees* who are production workers. *Production Workers* are applicable to **manufacturing and mining industries only**. (See table at end of section for details.)

Construction Workers

The number of workers from *All Employees* who are construction workers. *Construction Workers* are applicable to the **construction industry only**. (See table at end of section for details.)

Construction Workers must work at the site of construction, or in shops or yards at jobs ordinarily performed by members of the construction trade.

Non-Supervisory Employees

The number of workers from *All Employees* who are non-supervisory. *Non-Supervisory Employees* are applicable to the **services and trade industries only**. (See table at end of section for details.)

Payroll

The total amount paid during the entire pay period which includes the 12th of the month for *Production workers, Construction Workers* or *Non-Supervisory Employees* (omit cents). This total includes overtime pay and excludes commissions and lump sum payments. (See table at end of section for details.)

Payroll should be reported before employee deductions for:

- FICA (social security)
- unemployment insurance
- health insurance
- pensions
- pay deferral plans (401K plans)
- Federal, State and local income taxes
- bonds
- union dues

Commissions of Non-Supervisory Employees

The total amount of commissions (not base pay, drawing account or basic guarantees) earned by *Non-Supervisory Employees* for the entire commissions pay period which includes the **12th of the month** (omit cents). *Commissions* earned at frequencies longer than monthly are to be excluded (e.g., do not include quarterly or annual commissions). *Commissions* are applicable to the **trade industry only**.

Hours

The total number of hours paid, **including overtime**, for the pay period which includes the **12th of the month** for *Production Workers*, *Construction Workers* or *Non-Supervisory Employees* (omit fractions).

Do not convert overtime or other premium hours to straight-time equivalent hours. Hours paid is the sum of:

- Hours worked, including overtime

- Hours paid for stand-by or reporting time

- Hours not worked, but for which pay was received directly from the firm. Included are holidays, vacations, sick leave or other paid leave.

Production Worker Overtime Hours

The total number of overtime hours paid to *Production Workers* during the pay period which includes the **12th of the month** (omit fractions). *Production Worker Overtime Hours* are applicable to the **manufacturing industry only**. (See table at end of section for details.)

Production Worker Overtime Hours constitute premium hours paid because the hours were in excess of the regularly scheduled hours. These hours are also included in *Hours* above.

CES Data Items - Include/Exclude

All Employees	Include	- salaried officials of corporations - executives and their staff - elected officials - appointed officials - part-time employees	- persons on paid vacation - persons on paid sick leave - persons on other paid leave - trainees
	Exclude	- proprietors - pensioners - unpaid family workers - persons on leave without pay the entire pay period - persons on strike the entire pay period - outside contractors and their employees - armed forces personnel on active duty the entire pay period - non-office real estate sales agents working solely for commissions - institution inmates - partners of unincorporated firms. - employees of the state and local school system	

Production Workers	**Include**	**Manufacturing:**

- fabricating	- shipping	- processing
- storage	- trucking	- assembling
- receiving	- packing	- janitorial
- warehousing	- handling	- product
- maintenance	- repair	development
- trucking		
- record keeping (clerical) related to production		

Coal mining, metal and non-metallic mining and quarrying:

- excavation	- hauling	- loading
- hoisting	- ventilation	- inspection
- drilling	- maintenance	- warehousing
- crushing	- blasting	- repair
- storage	- processing	- development
- janitorial	- handling	- guard services
- trucking	- drainage	- shipping
- record keeping (clerical) related to production		
- auxiliary production for use in plant		

(Continued on next page.)

CES Data Items - Include/Exclude (Cont.)

Production Workers (Cont.)	Include (Cont.)	**Crude petroleum, natural gas or natural gas producers:**
		- rigbuilding - janitorial - maintenance - pumping - drilling - flow-control - inspection - cleaning - processing - shipping - repairs - development - handling - storage - guard services - record keeping (clerical) related to production - auxiliary production for use in plant
	Exclude	- executives - professional - medical - finance - sales - installation of - technical - credit products - advertising - purchasing - servicing of - legal - cafeterias products - collection - accounting - force account - personnel - sales-delivery construction - record keeping (clerical) not related to production *Production Workers* also **includes** working supervisors and group leaders who may be *in charge* of a group of employees, but whose supervisory functions are only incidental to their regular work.
Construction Workers	**Include**	- laborers - helpers - qualified - apprentices - mechanics craftworkers ***engaged in:*** - new work - alterations - maintenance - demolition - repair *Construction Workers* also **includes** working supervisors and group leaders who may be *in charge* of a group of employees, but whose supervisory functions are only incidental to their regular work.
	Exclude	- executives - legal - finance - purchasing - clerical - accounting - professional - personnel - technical

(Continued on next page.)

CES Data Items - Include/Exclude (Cont.)

Non-Supervisory Employees	Include	- Working supervisors and group leaders who may be *in charge* of a group of employees, but whose supervisory functions are only incidental to their regular work. - Every employee except those whose responsibility is to supervise, plan or direct the work of others.
	Exclude	- officers of corporations - managers - executives - superintendents - department heads
Payroll	Include	- vacations - other paid leave - overtime - drawing accounts - holidays - basic guarantees - sick leave - incentive pay - bonuses paid each pay period - commissions paid monthly (**non-trade only**)
	Exclude	- annual pay for unused leave - payment-in-kind (meals, etc.) - commissions (**trade only**) - bonuses not paid each pay period - lump sum payments - retroactive pay - travel expenses - pay advances - tips
Production Worker Overtime Hours	Include	- Hours for which overtime premiums were paid because the hours were in excess of the regularly scheduled hours. - Saturday, Sunday, 6th day, 7th day and holiday hours only if overtime premiums were paid.
	Exclude	- Hours for which only shift differential, hazard, incentive, or other similar types of premiums were paid.

Appendix D - USPS State Abbreviations and FIPS Codes

State	Postal Abbr.	FIPS Code	State	Postal Abbr.	FIPS Code
Alabama	AL	01	Nebraska	NE	31
Alaska	AK	02	Nevada	NV	32
Arizona	AZ	04	New Hampshire	NH	33
Arkansas	AR	05	New Jersey	NJ	34
California	CA	06	New Mexico	NM	35
Colorado	CO	08	New York	NY	36
Connecticut	CT	09	North Carolina	NC	37
Delaware	DE	10	North Dakota	ND	38
District of Columbia	DC	11	Ohio	OH	39
Florida	FL	12	Oklahoma	OK	40
Georgia	GA	13	Oregon	OR	41
Hawaii	HI	15	Pennsylvania	PA	42
Idaho	ID	16	Puerto Rico	PR	72
Illinois	IL	17	Rhode Island	RI	44
Indiana	IN	18	South Carolina	SC	45
Iowa	IA	19	South Dakota	SD	46
Kansas	KS	20	Tennessee	TN	47
Kentucky	KY	21	Texas	TX	48
Louisiana	LA	22	Utah	UT	49
Maine	ME	23	Vermont	VT	50
Maryland	MD	24	Virginia	VA	51
Massachusetts	MA	25	Virgin Islands	VI	78
Michigan	MI	26	Washington	WA	53
Minnesota	MN	27	West Virginia	WV	54
Mississippi	MS	28	Wisconsin	WI	55
Missouri	MO	29	Wyoming	WY	56
Montana	MT	30			

Appendix E - Comment Codes

Code	Comment
01	Seasonal increase
02	Seasonal decrease
03	More business (expansion)
04	Less business (contraction)
05	Short-term/specific business project starting or continuing
06	Short-term/specific business project completed or approaching completion
07	Layoff, not elsewhere classified
08	Strike, lockout, or other labor dispute
09	Temporary shutdown
10	Conversion or remodeling of facilities, retooling, or repair and maintenance of equipment resulting in employment decrease
11	Conversion or remodeling of facilities, retooling, or repair and maintenance of equipment resulting in employment increase
12	Internal reorganization, downsizing, or bankruptcy resulting in employment decrease
13	Internal reorganization resulting in employment increase
14	Nonstandard work schedule
15	Interplant transfer
16	Establishment moved out of State
17	Establishment moved into State
18	Active employer reporting zero employment and wages
19	Employment returns or returning to normal or a new normal after events coded 07 - 18
20	Wage rate decrease

(Continued on next page.)

Comment Codes (Cont.)

Code	Comment
21	Wage rate increase (including COLAs)
22	Increase in percentage of lower-paid employees
23	Increase in percentage of higher-paid employees
24	Lower hourly earnings or wages because of piecework or lower incentive pay
25	Higher hourly earnings or wages because of piecework or higher incentive pay
26	Less overtime worked at premium pay or less overtime worked
27	Overtime worked at premium pay or more overtime pay
29	Severance pay distributed
30	Wages paid to employees working in pay periods not including the twelfth of the month and not shown in employment
31	Bonuses, executive pay, profits distributed, or unidentified lump-sum payments
32	Change in commissions
33	Faculty paid over a nine-month period. Lump-sum payments made at end of school term
34	Change in hourly earnings or pay because of change in amount of shift work with pay differential
35	Change in hours, earnings, or wages due to legislation or administrative regulations
36	Pay returns or returning to normal or a new normal after events coded 29-35
40	Shorter scheduled workweek or fewer hours worked. Number of pay periods less than usual
41	Longer scheduled workweek or more hours worked. Number of pay periods greater than usual
42	Decrease in part-time workers
43	Increase in part-time workers
44	Return to normal after end of paid vacation or receiving vacation pay or other paid leave
45	Employees on paid vacation or receiving vacation pay or other paid leave
46	Employees on unpaid vacation or unpaid leave

(Continued on next page.)

Comment Codes (Cont.)

Code	Comment
47	Return to normal after end of unpaid vacation or unpaid leave
49	Employees working and receiving vacation pay
50	Adverse weather conditions
51	Fire disruption
52	Natural disaster disruption
53	Nonnatural disaster disruption
54	Energy shortage
55	Data return or returning to normal or new normal after events coded 50-54, 56, or 57
56	Secondary-effects decrease
57	Secondary-effects increase
58	Environmental legislation
59	Defense-related buildups
60	Defense-related cutbacks
77	Change in UI coverage
83	Data previously reported by the firm are reported now by an employee leasing firm, data previously reported by an employee leasing firm are reported now by the firm (micro data only)
85	New establishment or worksite
86	Establishment permanently out of business
87	Reactivated UI account or establishment
88	Establishment dissolution
89	Establishment merger
90	Reporter changes basis of reporting (-)--including multi breakouts or greater detail
91	Reporter changes basis of reporting (+)--including collapsing multi breakouts or less detail
93	Predecessor/successor transaction